

**JOB DESCRIPTION**

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| **Job title**:  | Behaviour and Engagement Worker | AAT Grade G: | Points 18 - 23 |
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| **Reports to**: | Vice Principal for Behaviour/SLT |

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| **Main job purpose** |

The Primary focus of the role of the Behaviour and Engagement Worker is to drive the highest standards of behaviour within the school. Budmouth Academy has high expectations and we believe that all students are able to meet these. However, there may be times when students will need to be temporarily removed from lessons and placed in the Subject Removal room.

To manage the smooth running of the Subject Removal room in line with school procedures and work with our students to support a smooth reintegration into their learning environment.

Working with the Pastoral Support Leaders (PSLs), Behaviour and Ethos Coordinators (BECs), Heads of School and Senior Leadership Team (SLT), you will be able to identify patterns of behaviours across the school and be able to put in place interventions which will reduce the number of behavioural incidents occurring.

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| **Main responsibilities and duties** |

* Overall management of the Subject Removal room and ensure the room is a well organised, calm working environment for students to work in with clearly identifiable resources for different subjects and year groups.
* Communicate effectively with Subject Coordinators/Leaders regarding ensuring these resources are in place and that the students attending the Subject Removal room are following their timetabled lessons and the work that has been set for them.
* Ensure the room is supervised at all times and that all protocols relating to students attending the Subject Removal room are followed.
* To communicate effectively with the PSLs, BECs and pastoral admin staff to ensure that it is clear who is going to be attending the Subject Removal room.
* Liaise with the Student Support Centre/SEND/Autism Spectrum Condition (ASC) Base if any student is linked to them.
* Work with the relevant teaching staff to ensure that any work required is provided and act in line with school procedures when this doesn’t happen.
* To liaise with SLT, providing statistical data, behaviour and intervention summaries and reports when required, using Word, Excel and Sims. Records and monitoring of behaviour are reliable, accurate and up-to-date.
* Support targeted students as well as having other agreed significant whole school responsibilities
* To support the monitoring/improvement of all students within the school.
* To be fully aware of the expectations of the students when they are in internal exclusion and to ensure that the atmosphere is punitive in nature and take appropriate steps if students are not responding as expected.
* To be responsible for the health and safety of the students when they are in the Subject Removal Room.
* Monitor and record student behaviour when they are in the Subject Removal room and reports it back to the PSL/BEC.
* To support the running of the KS3/4 interventions and help plan, develop and implement a coherent and transparent intervention programme for the school.
* Support students to develop their behaviours for learning and improve their attitudes towards staff and fellow students upon their return from time in internal exclusion.
* Supervise school detentions, where necessary.
* To develop positive relationships with students in the Subject Removal Room while at the same time using the school's Behaviour for Learning protocol.
* To be able to de-escalate potentially challenging situations that may occur in the Subject Removal Room.
* To devise and coordinate support intervention programmes to help close the gap, with particular focus on specific groups, including SEND, Looked After Children and Disadvantaged students, using tracking data to monitor individual student’s performance.
* To assist in planning and supporting intervention programmes for individual students, liaising with the Special Educational Needs and/or Disabilities Coordinator (SENDCO) and within any outside agencies such as Children and Adolescent Mental Health Services (CAMHS).
* Work towards raising the aspirations of all the students in the Academy.
* Attend meetings with the Vice Principal and key pastoral staff to reflect on how the system is working and make improvements.
* Support any investigations into incidents by taking statements and to refer incidents of a serious nature onto PSLs/SLT.
* Ensure effective communication/consultation as appropriate with the parents and outside agencies.
* To mediate between students and use restorative and other preventative measures through conflict resolution.
* To undertake duties before school, lesson changeover, breaks, lunch and after school in accordance with your contracted hours.
* To ensure that work undertaken complies with stated requirements and undertake appropriate training as required, including training sessions on INSET days.
* Ensure that all students are managed well and issues are identified early, at source, and dealt with persistently and consistently.
* Parents are actively involved in supporting the work of the Academy to reinforce our behaviour standards.
* Support the supervision in the intervention rooms on a rotational basis.
* Attend meetings with parents/outside agencies as and when required.
* To work flexibly – this will include evenings, open days and parents’ evenings. This will also include over across the wider team in times of need.
* Provide any general administrative duties as directed by the Academy.

**Other:**

* Respect any and all confidential information.
* Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
* Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
* Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school’s agreed procedure, and to meeting the five outcomes of Every Child Matters.
* Be able to work alone or as part of a team
* Undertake training, update or review sessions as required.
* Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
* To maintain high expectations in terms of behaviour from the students and to follow the academy’s behaviour policy.
* To ensure Health and Safety regulations are complied with at all times
* To ensure the safety of students at all times
* To liaise with other members of staff and parents
* To be a point of contact and communication between parents and teacher/school when necessary.

#### Supervision and Management of People

* The post holder will have no management responsibility. The post holder may also be required to provide some on-the-job training for new recruits.

#### Contacts and Relationships

* Maintain regular contact with your line manager/SLT Link. Assist in providing information for the making of reports to the Trust.
* The post holder will have contact with other staff members, students and parents.
* Liaising with the Health and Safety Officer/SLT when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.

**Support yourself by:**

* Committing to improving your own practice through self-evaluation and reflection
* Following Academy policies consistently
* Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

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| **Knowledge & Skills** |

* The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
* Competent in the use of IT systems.
* Communication
* Organisation
* Interpersonal skills
* Recognising your own strengths and areas of expertise and using these to advise and support others.
* The ability to be flexible and creative with strategies.
* To be able to work accurately, under your own initiative and to work in an organised and flexible manner.
* To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development.
* To engage actively in the Appraisal process

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| **Supervision and Management** |

* The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
* To show a record of excellent attendance and punctuality.
* To adhere to the Academy’s dress code.

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| **Problem Solving and Creativity** |

* To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.

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| **Key Contacts and Relationships** |

* Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
* Liaison with the IT Team
* Liaison with relevant staff from other schools within the Trust as needed.

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| **Decision Making** |

* Know when to seek help and advice.
* To establish and maintain clear systems and rationale
* Recognising your own strengths and areas of expertise and using these to advise and support others.
* Work to set deadlines and to prioritise your own workload.

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| **Working Environment** |

* Working throughout the site on more than one floor.
* General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
* Subject to frequent periods of lone working
* Travel to other AAT sites when required to assist other Academies as and when requested by the Trust.

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| **Job description prepared by:** | HR/SLT |
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| **Date:** | September 2021 |

*This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.*

*Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.*

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*